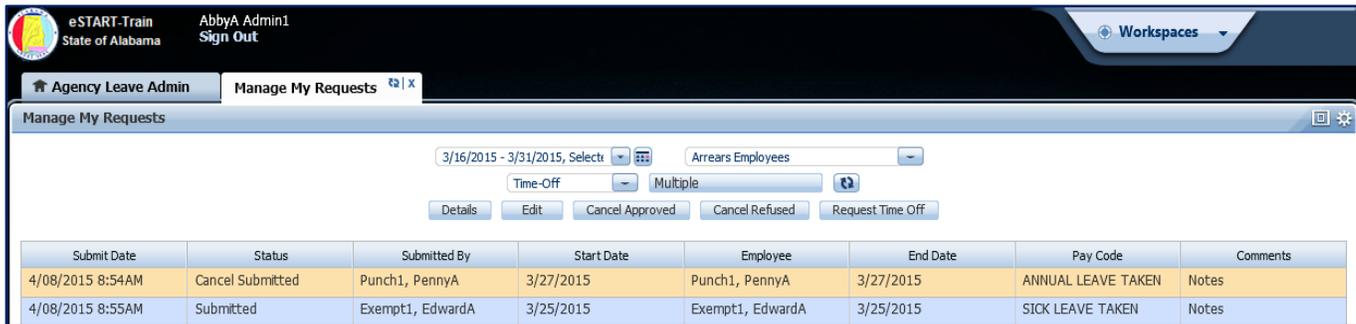


## Pay Period Close and Sign Off – Arrears Employees

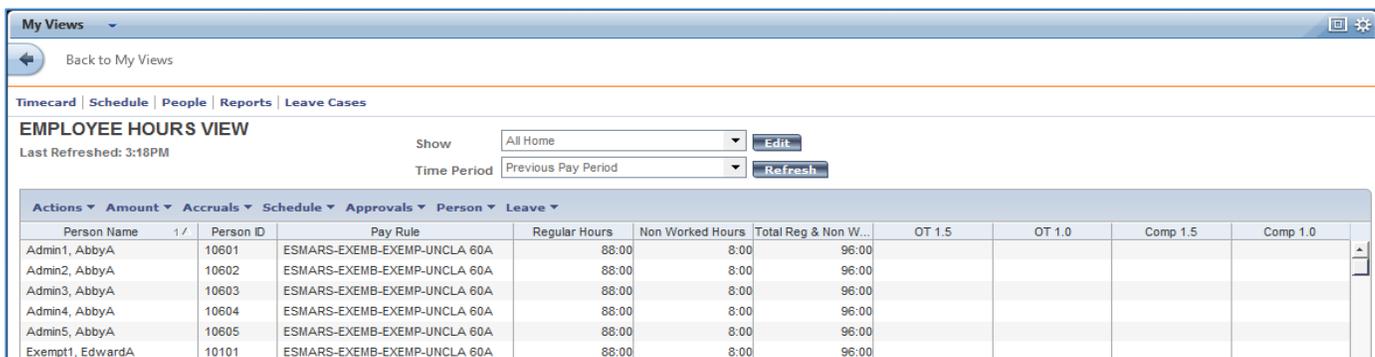
To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. Refer to the **HyperFind Query Setup** job aid on the eSTART Online Resources website for assistance. There is a **Sign-Off Preparation Checklist** job aid available on the site as well.

1. Begin by accessing the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from **Related Items > Manage My Requests**. Any requests in Submitted or Cancel Submitted status must be addressed.



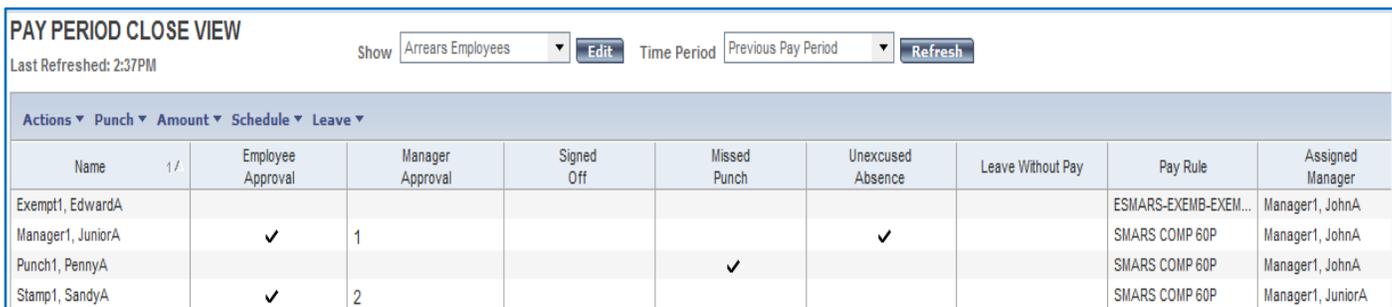
Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
4/08/2015 8:54AM	Cancel Submitted	Punch1, PennyA	3/27/2015	Punch1, PennyA	3/27/2015	ANNUAL LEAVE TAKEN	Notes
4/08/2015 8:55AM	Submitted	Exempt1, EdwardA	3/25/2015	Exempt1, EdwardA	3/25/2015	SICK LEAVE TAKEN	Notes

2. Next, select **My Genies > Employee Hours View**. This genie provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.



Person Name	Person ID	Pay Rule	Regular Hours	Non Worked Hours	Total Reg & Non W...	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0
Admin1, AbbyA	10601	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				
Admin2, AbbyA	10602	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				
Admin3, AbbyA	10603	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				
Admin4, AbbyA	10604	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				
Admin5, AbbyA	10605	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXEMP-UNCLA 60A	88:00	8:00	96:00				

3. Once review is finished select **Back to My Views**.
4. Select **Pay Period Close View**.
5. Select **Arrears Employees** from the **Show** drop-down and **Previous Pay Period** from the **Time Period** drop-down.



Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt1, EdwardA							ESMARS-EXEMB-EXEM...	Manager1, JohnA
Manager1, JuniorA	✓	1			✓		SMARS COMP 60P	Manager1, JohnA
Punch1, PennyA				✓			SMARS COMP 60P	Manager1, JohnA
Stamp1, SandyA	✓	2					SMARS COMP 60P	Manager1, JuniorA

Once all exceptions have been corrected, and all approvals obtained, the timecards are ready for sign off.

6. Select **Actions > Select All**. All employees in the list will be selected.
7. Select **Approvals > Sign Off** to approve all timecards.

- Once all timecards have been signed off, go to the **Related Items** pane and select **Group Edit Results**. This page is used to display the success or failure of the sign offs.

GROUP EDIT RESULTS						
Last Refreshed: 12/31/2013 10:00AM						
Group Edit	Date	Time	User Name	Status	Results	
Signed Off	12/31/2013	9:59AM	AbbyA.Admin1	COMPLETED	Success: 2 Failure: 2 Details Total: 4	

- In the **Results** column, the word “[Details](#)” is a link. If failures are present, select the link to open the **Group Edit Error Log**. A new section of the page displays with the Employee Name and a description of the failure. The manager or manager delegate must correct the timecards before Sign Off can be completed on these timecards.

**Note:** If a timecard has already been signed off due to resignation or transfer, this would cause a sign off failure, but would not require correction.

GROUP EDIT ERROR LOG						
Last Refreshed: 12/31/2013 10:01AM						
Group Edit	Date	Time	User Name	Status	Results	
Signed Off	12/31/2013	9:59AM	AbbyA.Admin1	COMPLETED	Success: 2 Failure: 2 Total: 4	
Employee Name		Error Description				
Manager1, JuniorA		The timecard cannot be signed off because it contains one or more violations: Missing Punches				
Manager10, JuniorA		The timecard cannot be signed off because it contains one or more violations: Missing Punches				
Row Number 2 of 2						

- Once errors have been corrected, return to the **Related Items > Pay Period Close**, select employees and **Sign Off** again.

**Note:** Sort failed timecards to the top of this list by clicking on the **Sign Off** column header once.

- Return to **Related Items > Group Edit Results** to verify there are no remaining exceptions.

**Note:** An individual timecard sign off error will not display from **Group Edit Results**. It is used only for *group* edit errors. Sign off on an individual timecard may be verified from the **Sign-Offs, Requests and Approvals** tab.

## Pay Period Close and Sign Off – Current Employees

Some agencies have employees who are paid “current” instead of “arrears”. These timecards must be signed off in the **Current Pay Period**.

PAY PERIOD CLOSE VIEW									
Last Refreshed: 2:30PM									
Show		Current Employees	Edit	Time Period		Current Pay Period	Refresh		
Name	1/	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Leave ▾									

- From **Related Items > Pay Period Close**, select **Current Employees** from the **Show** drop down.
- Select **Current Pay Period** from the **Time Period** drop down. Employees in Current status display.
- Perform Sign Off using the method above. Verify the results from **Related Items > Group Edit Results**.